

**ADMINISTRATIVE - INTERNAL USE ONLY**

*Security //*

24 November 1965

MEMORANDUM FOR: Chief, Physical Security Division, O/S  
FROM : Chief, Records Administration Staff  
SUBJECT : Request for Secure Area

1. This office has reviewed the attached request for converting rooms 1E-4808 and 1E-4810, Headquarters Building, into a secure area.

A physical inspection of the area assigned to OCR/GR, disclosed that, if approved, this conversion would permit the return to agency stock of safe-type filing equipment valued at approximately \$14,400.

2. In lieu of safe-type filing equipment they will use 2-14 carrier elevator files, valued at approximately \$6,000. - that are presently considered surplus to agency needs and being held at the agency warehouse [redacted]

3. In addition to effecting a monetary savings of about \$8,400, we will gain approximately 100 square feet of floor space through this exchange of equipment.

4. In view of the above I feel that this request is consistent with good Records Management principles and therefore approve this request.

[redacted]

Attachment

Distribution:

Original & 1 - Addressee  
1 - RAS file

DDS/RAS [redacted] ms (24 November 1965)

1 - [redacted] 7D-02, Headquarters (2/15/66)

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